

Department of Administrative Services Fee Agency Hearing

Virtual Location

September 29, 2020, 10 AM

NOTE: Information about this meeting, including handouts and the audio recording, is posted online at <https://www.utah.gov/pmn/sitemap/notice/630809.html>

Attendees: Amanda Hensley, Craig Silotti, Dale Jorgensen, Darrell Hunting, Dave Williams, Janica Gines, Ken Hansen, Ken Williams, Marilee Richins, Mark Yeschick, Melissa Brown, Michael Broschinsky, Stacey Asbury, Steven Phillips, and Tani Downing

Call to Order; Written Determination Pursuant to the Open and Public Meetings Act

Ken Hansen, Deputy Executive Director of the Department of Administrative Services (DAS), welcomed everyone to the hearing which is required by Utah Code § 63J-1-504. He read the written determination issued pursuant to Utah Code § 52-4-207. He also provided an overview of how the meeting would be conducted.

DAS Government Records Access and Management Act (GRAMA) Fees

(Refer to 3:01 of the recording) Dave Williams, DAS Finance Director, said there are no changes to the GRAMA fees for FY2022. DAS will use the current fees.

Mr. Hansen mentioned that there are three handouts that provide information regarding the DAS fees.

Mr. Hansen asked for public comment. There was none.

Division of Archives and Records Service Fees

(Refer to 4:26 of the recording) Ken Williams, Director of the Division of Archives and Records Service, said there are two fees that are being eliminated. He mentioned that this was a clean-up from last year when Archives originally requested that these fees be eliminated. Because the business model for the Division of Archives and Records Service has changed with the digital capture of material, these fees are no longer needed.

Mr. Hansen asked for public comment. There was none.

Division of Facilities Construction and Management Fees

(Refer to 5:38 of the recording) Darrell Hunting, Assistant Director of the Division of Facilities and Construction and Management, presented the non-state funded project fees increase. These are fees that are charged on projects that are not appropriated by the Legislature, but are funded from other sources. There has not been an increase in these fees since they were implemented in FY 2016. Mr. Hunting said there is a 20% increase but the fee is still considerably less than most entities charge for project managers and administrative support of a project.

Mr. Hansen asked for public comment. There was none.

Division of Finance Fees

(Refer to 7:44 of the recording) Janica Gines, Assistant Director of Division of Finance, said that Finance is eliminating fees from Child Welfare Parental Defense since the Legislature moved this program from the Division of Finance to Commission on Criminal and Juvenile Justice.

Next, Ms. Gines presented fees related to Payroll. She explained there is an existing statutory fee for garnishments which will not change.

She said Finance is proposing four new fees for Payroll. Three of the new fees will permit Finance to respond to agency requests related to employees who live out of state. Ms. Gines explained Finance is proposing the following:

State employee set-up fee: Finance must apply with the State where the employee lives and we must be approved to collect withholding for those states and possibly different taxing entities within that state to administer payroll. It is significantly more complex because we must integrate into their systems and implement the proper withholding rate for those employees in our payroll system. The proposed fee is \$2,200 one-time per occurrence. These out-of-state withholdings must be programmed into the system so we are estimating the Department of Technology Services (DTS) and Finance time to do this.

Ms. Gines mentioned that there are changes to withholdings regularly, so there would also be ongoing maintenance related to employees living out of state. Separate W-2s have to be generated as well for these staff members. The proposed fee is \$1,300 annual fee per out-of-state employee.

Ms. Gines said there is one more fee related to employees living out of state. She mentioned that there may be the need to consult with a tax attorney because of the complexity of the state, county or municipality where the employee lives. Ms. Gines felt this wouldn't be used regularly but would be there should it be needed. This would be an actual cost fee.

Ms. Gines said the final fee in the Payroll area that is being proposed is a document clean-up fee. The fee would \$46 per hour and involve programming time from DTS and Finance staff. Finance is creating one fee for base clean-up. If there are interfaces that aren't working with the payroll system and there are continual errors, then Finance would work with DTS to correct these errors

Ms. Gines mentioned there are no changes to the Disbursements fees.

Ms. Gines also said that Financial Reporting will have no changes. There are adjustments in the amounts Finance anticipates it will collect from these fees, but there is no change in the fee.

Ms. Gines said Finance is recommending changes to some Financial Information System fees. The customer report and dashboard will stay the same. Finance is recommending the interface document clean-up fee at \$46 per hour.

The biggest changes relate to the interface implementation. Currently, Finance charges an hourly rate for this service. Finance proposes changing these fees to flat rates. These fees should be built into project costs. Because of resource constraints, Finance must use DTS for help. Finance is trying to determine costs on the front end of the project, which will allow them to determine if the small, medium, or large project cost schedule applies.

Mr. Hansen asked for public comment. There was none.

Office of State Debt Collection (OSDC) Fees

(Refer to 16:04 of the recording) Ms. Gines also mentioned that there is no change to the OSDC fees. There is one statutory fee that has been updated for check collection. This is a statutory fee. This is informational only. The remaining changes are changes in the estimated revenue. These fees are not changing.

Mr. Hansen asked for public comment. There was none.

Mr. Hansen clarified (refer to 17:09 of the recording) that the GRAMA fees are for the entire Department of Administrative Services, not just the Executive Director's Office.

Mr. Hansen asked for any final public comment. There were no other comments.

Adjournment

The hearing was adjourned at 10:18 AM.